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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 13, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an agreement with Granite State College (Vendor #161782-B001), 25 Hall Street, Concord, NH 03301 to administer a tuition assistance program for the provision of tuition assistance for Child Care Teachers and Directors of Child Care Programs for Young Children, by amending the terms and conditions of the contract with no change to the contract end date of June 30, 2017. The Governor and Executive Council approved the original agreement on December 20, 2013 (Item #58) and a subsequent amendment on April 8, 2015 (Item #16). This is a zero cost amendment. 100% Federal Funds.

Funds to support this request are available in the following account in State Fiscal Year 2017 upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office without Governor and Executive Council approval, if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD DEVELOPMENT QUALITY ASSURANCE

FISCAL YEAR	CLASS	TITLE	Activity Code	Amount
2014	102-500731	Contracts for Program Services	42117805	\$150,000
2015	102-500731	Contracts for Program Services	42117805	\$300,000
2016	102-500731	Contracts for Program Services	42117805	\$300,000
2017	102-500731	Contracts for Program Services	42117805	\$300,000
			Total:	\$1,050,000

EXPLANATION

The purpose of this amendment is to make adjustments to certain Budget Lines by reducing Salaries & Wages, Employee Benefits, Travel, Telephone, Postage, Subscriptions, Marketing & Communications, Initial Credentialing Fee and increasing the amount for Tuition Assistance.

The Budget Line Adjustments are necessary to meet the needs of the program. The tuition rates were set in the Original Agreement which was approved in 2013. The Contractor has not requested an increase in the tuition rate since 2013. However due to rising costs, the Contractor has requested an increase in the tuition rate for a four-credit course from \$1,140 to \$1,200 and Out-of-State Tuition will increase from \$1,220 to \$1,340. In addition, the tuition charged for lower level courses will be discounted to match the lowest associates' degree per credit rate in New Hampshire from \$210 to \$200.

The Division of Health and Human Services, Division for Children, Youth and Families, Child Development Bureau is responsible for the administration of Federal Child Care and Development Funds. New Hampshire is federally required by 45 CFR 98.51 to use these funds to increase the availability, accessibility and quality of child care programs throughout the State. These expenditures are required in order to maintain federal funding for the New Hampshire Child Care Scholarship Program that provide child care subsidies to families. The child care subsidies help families to continue working or participating in a job search activity.

This request meets the conditions of the federal mandate to improve the quality of child care services throughout the State. These funds are used to support a variety of activities, including access to and financial assistance for college courses in early childhood education for child care teachers and directors.

New Hampshire children and their families benefit from well-educated early childhood professionals who can offer quality care to young children. The salaries of the vast majority of child care professionals in New Hampshire do not allow for opportunities in higher education without financial hardship. The provision of this tuition assistance will remove a significant barrier for many early childhood professionals to become more qualified to deliver care in child care settings throughout New Hampshire.

This contract was competitively bid. The Department of Health and Human Services issued a Request for Proposals to solicit proposals to administer a tuition assistance program that will provide Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children on August 19, 2013. Two proposals were received.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements and the Division for Children, Youth and Families' Early Child Care Tuition Assistance Program. The team also included staff with significant business and management expertise. Granite State College received the highest score and was selected as the vendor able to provide the needed services.

The original contract includes the option for the Department to renew the contract for up to two additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Granite State College has administered this program well and the Division is confident that all individuals receiving these tuition services have become more qualified to deliver care in child care settings through New Hampshire.

Should Governor and Executive Council not authorize this request, the quality of care offered to young children in the education of the child care workforce may diminish. Additionally, the State would not meet the federal requirement for the New Hampshire Child Care Scholarship Program causing financial hardship for families dependent on subsidized child care to remain employed, attend a training/education program, or participate in job search activities.

Area Served: Statewide.

Source of Funds: 100% Federal Funds.

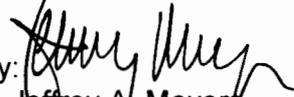
In the event that Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Maureen U. Ryan
Director of Human Services

Approved By:



Jeffrey A. Meyers
Commissioner

AMENDMENT #2 to
COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**
and the
Granite State College of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on **12/20/13 and Amendment #1 on 4/08/15**, item # **58 & #16**, for the Project titled "**Early Childhood Education Tuition Assistance**," Campus Project Director, **Nicholas Marks**, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date, at no additional cost to the State.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other: Budget line adjustments reducing Salaries/Wages, Employee Benefits, Travel, Telephone, Postage, Subscriptions, Marketing/Communications, Initial Credentialing Fee and Increasing the amount for Tuition Assistance for State Fiscal Year 2016.

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of **xxx** with **xxx** and/or USNH campus from **xxx** to **xxx**.
- Article B. is revised to replace the Project End Date of _____ with the revised Project End Date of _____, and Exhibit A, article B is revised to replace the Project Period of _____ – _____ with _____ – _____.
- Article C. is amended to expand Exhibit A by including the proposal titled, "**xxx**," dated **xxx**.
- Article D. is amended to change the State Project Administrator to **Rebecca Lorden** and/or the Campus Project Administrator to **xxx**.
- Article E. is amended to change the State Project Director to **Claudette Mallory** and/or the Campus Project Director to **Nicholas Marks**.
- Article F. is amended to add funds in the amount of \$ _____ and will read:
Total State funds in the amount of \$ _____ have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.
- Article F. is amended to change the cost share requirement and will read:
Campus will cost-share _____ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:
Federal funds paid to Campus under this Project Agreement as amended are from Grant/Contract/Cooperative Agreement No. **Child Care and Development Block Grant** from US

Department of Health and Human Services, Administration for Children and Families under CFDA# 93.575. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as **revised** Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

- Article G. is exercised to amend Article(s) **xxx** of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, as follows:

Article xxx is amended in its entirety to read as follows: xxx

Article xxx is amended in its entirety to read as follows: xxx

- Article H. is amended such that:

- State has chosen **not to take** possession of equipment purchased under this Project Agreement.
- State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

- Exhibit A is amended as attached.

- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

This Amendment, all previous Amendments, the Cooperative Project Agreement, and the Master Agreement constitute the entire agreement between State and Campus regarding the Cooperative Project Agreement, and supersede and replace any previously existing arrangements, oral and written; further changes herein must be made by written amendment and executed for the parties by their authorized officials.

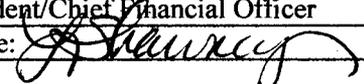
This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this **Amendment #2** to the Cooperative Project Agreement.

**By An Authorized Official of:
Granite State College**

Name: Lisa Shawney

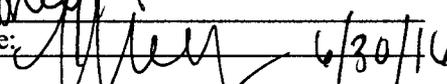
Title: Vice President/Chief Financial Officer

Signature and Date: 

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: Megan Yap

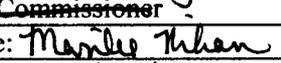
Title: Attorney

Signature and Date:  6/30/16

**By An Authorized Official of:
Department of Health and Human
Services, Division of Children, Youth &
Families**

Name: ~~Mary Ann Cooney~~  Deputy Commissioner

Title: Associate Commissioner

Signature and Date:  6/22/16

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name:

Title:

Signature and Date:

EXHIBIT A

A. Project Title: (unchanged)

B. Project Period: (unchanged)

C. Objectives: (unchanged)

D. Scope of Work:

Delete and replace Exhibit A-1, Section 5.4.1 with the following:

5.4.1 The Contractor shall apply matching fund for tuition assistance to grants for students taking lower (500) level courses. The tuition charged for these lower level courses will be discounted to match the lowest associates' degree per credit rate in New Hampshire, \$200.

Delete and replace Exhibit A-1, Section 5.5.1.2 with the following:

5.5.1.2 Applicants meeting the requirement listed in Section 5.5.1 will be given the highest priority for awarding tuition assistance.

Delete and replace Exhibit A-1, Section 5.6 with the following:

5.6 Except as indicated in Section 5.4.1, tuition for all other classes will be \$1,200 for a four-credit course. Out-of-State tuition will be \$1,340.

E. Deliverables Schedule: (unchanged)

F. Budget and Invoicing Instructions:

See Exhibit B-1, B-2, B-3, Amendment #2 - B-4 and Amendment #1 - B-5

Delete and Replace Amendment #1 - B-4 with Amendment #2 - B-4

Delete and replace Exhibit B-1 Paragraph # 2. with the following:

2. Expenditures for each State Fiscal Year shall be in accordance with the line items as shown in Exhibits B1, B-2, B-3, Amendment #2 - B-4 and Amendment # 1 - B5.

Amendment #2 - B-4

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Granite State College

Budget Request for: Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children
(Name of RFP)

Budget Period: July 1, 2015 - June 30, 2016 SFY 2016

Account	Total Available Cash		Contractor's Share / Other		Funded by Other Contract Values	
	2015	2016	2015	2016	2015	2016
1. Total Salary/Wages	\$ 23,500.00	\$ -	\$ 23,500.00	\$ 3,937.50	\$ 3,937.50	\$ 19,562.50
2. Employee Benefits	\$ 1,950.50	\$ -	\$ 1,950.50	\$ 307.25	\$ 307.25	\$ 1,643.25
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 1,509.75	\$ -	\$ 1,509.75	\$ -	\$ -	\$ 1,509.75
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 800.00	\$ -	\$ 800.00	\$ 200.00	\$ 200.00	\$ 400.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 889.55	\$ -	\$ 889.55	\$ -	\$ -	\$ 889.55
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition Assistance	\$ 313,744.95	\$ -	\$ 313,744.95	\$ 38,100.00	\$ 38,100.00	\$ 275,644.95
Initial Credential Fee	\$ 350.00	\$ -	\$ 350.00	\$ -	\$ -	\$ 350.00
TOTAL	\$ 342,644.78	\$ -	\$ 342,644.78	\$ 42,844.78	\$ 42,844.78	\$ 299,800.00
Indirect As A Percent of Direct			0.0%			

Contractor Initials: 
Date: 4/13/16

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

March 10, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement to exercise the renewal option in the contract with Granite State College (Vendor # 161782-B001), 26 College Drive, Concord NH 03301, to administer a tuition assistance program for the provision of tuition assistance for Child Care Teachers and Directors of Child Care Programs for Young Children, by increasing the price limitation by \$600,000 from \$450,000 in an amount no to exceed \$1,050,000 and extending the date of the agreement from June 30, 2015 to June 30, 2017, effective July 1, 2015 or date of Governor and Council approval, whichever is later. The Governor and Executive Council approved the original agreement on December 20, 2013 (Item # 58). 100% Federal Funds.

Funds to support this request are available in the following account in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016 and State Fiscal Year 2017 upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Year through the Budget Office without Governor and Executive Council approval, if needed and justified.

**05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS
DEPT OF, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD DEVELOPMENT QUALITY
ASSURANCE**

SFY	Class/Object	Class Title	Activity Number	Current Budget	Increase/ Decrease	Modified Budget
2014	102-500731	Contracts for Program Services	42117805	\$150,000	0	\$150,000
2015	102-500731	Contracts for Program Services	42117805	\$300,000	0	\$300,000
2016	102-500731	Contracts for Program Services	42117805	0	\$300,000	\$300,000
2017	102-500731	Contracts for Program Services	42117805	0	\$300,000	\$300,000
			Total:	\$450,000	\$600,000	\$1,050,000

EXPLANATION

The purpose of this amendment is for the continued administration of Federal Child Care and Development funds. The Division of Health and Human Services, Division for Children, Youth and Families, Child Development Bureau is responsible for the administration of Federal Child Care and Development Funds. New Hampshire is federally required by 45 CFR 98.51 to use these funds to increase the availability, accessibility and quality of child care programs throughout the state. These expenditures are required in order to maintain federal funding for the New Hampshire Child Care Scholarship Program that provide child care subsidies to families. The child care subsidies help families to continue working or participating in a job search activity.

This request meets the conditions of the federal mandate to improve the quality of child care services throughout the State. These funds are used to support a variety of activities, including access to and financial assistance for college courses in early childhood education for child care teachers and directors.

New Hampshire children and their families benefit from well-educated early childhood professionals who can offer quality early education and care to young children. The salaries of the vast majority of child care professionals in New Hampshire do not allow opportunities in higher education without financial hardship. The provision of this tuition assistance will remove a significant barrier for many early childhood professionals to become more qualified to deliver early education and care in child care settings throughout New Hampshire.

The original contract was competitively bid. The Department of Health and Human Services issued a Request for Proposals to solicit proposals to administer a tuition assistance program that will provide Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children on August 19, 2013. Two proposals were received.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements and the Division for Children, Youth and Families' Early Child Care Tuition Assistance Program. The team also included staff with significant business and management expertise. Granite State College received the highest score and was selected as the vendor able to provide the needed services.

The original contract calls for the administration of these funds for one and a half years and reserves the Division's right to renew the agreement for up to two additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Granite State College has administered this program well and the Division is confident that all people receiving these tuition services have become more qualified to deliver early education and care in child care settings throughout New Hampshire.

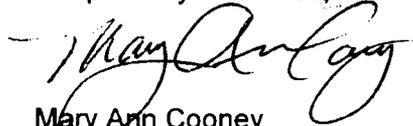
Should Governor and Council not authorize this request, the quality of early education and care offered to young children and the education of the child care workforce may diminish. Additionally, the state would not meet the federal requirement for the New Hampshire Child Care Scholarship Program causing financial hardship for families dependent on subsidized child care to remain employed or participate in job search activities.

Area Served: Statewide.

Source of Funds: 100% Federal Funds.

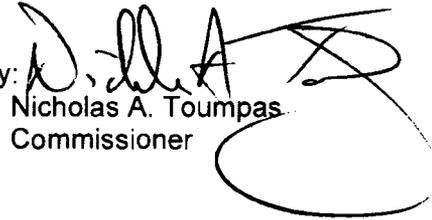
In the event that Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved By:



Nicholas A. Toumpas
Commissioner

AMENDMENT #1 to
COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**
and the
Granite State College of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on 12/20/13, item # 58, for the Project titled "Early Childhood Education Tuition Assistance," Campus Project Director, **Dr. Mary J. Ford**, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date, at no additional cost to the State.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other: Extend the Project Agreement, Project Period end date, and provide additional funding from the State.

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of xxx with xxx and/or USNH campus from xxx to xxx.
- Article B. is revised to replace the Project End Date of 6/30/15 with the revised Project End Date of 6/30/17, and Exhibit A, article B is revised to replace the Project Period of **January 1, 2014 – June 30, 2015** with **January 1, 2014 – June 30, 2017**.
- Article C. is amended to expand Exhibit A by including the proposal titled, "xxx," dated xxx.
- Article D. is amended to change the State Project Administrator to xxx and/or the Campus Project Administrator to xxx.
- Article E. is amended to change the State Project Director to xxx and/or the Campus Project Director to xxx.
- Article F. is amended to add funds in the amount of **\$600,000** and will read:

Total State funds in the amount of **\$1,050,000** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.
- Article F. is amended to change the cost share requirement and will read:

Campus will cost-share % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:

Federal funds paid to Campus under this Project Agreement as amended are from Grant/Contract/Cooperative Agreement No. **Child Care and Development Block Grant** from **US Department of Health and Human Services, Administration for Children and Families** under CFDA# **93.575**. Federal regulations required to be passed through to Campus as part of this

Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as **revised** Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

- Article G. is exercised to amend Article(s) **xxx** of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, as follows:

Article xxx is amended in its entirety to read as follows: xxx

Article xxx is amended in its entirety to read as follows: xxx

- Article H. is amended such that:

- State has chosen **not to take** possession of equipment purchased under this Project Agreement.
- State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

- Exhibit A is amended as attached.
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

This Amendment, all previous Amendments, the Cooperative Project Agreement, and the Master Agreement constitute the entire agreement between State and Campus regarding the Cooperative Project Agreement, and supersede and replace any previously existing arrangements, oral and written; further changes herein must be made by written amendment and executed for the parties by their authorized officials.

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this **Amendment #1** to the Cooperative Project Agreement.

**By An Authorized Official of:
University of New Hampshire**

Name: Lisa Shawney
Title: ~~Dean of Financial Affairs~~ VPI/CO
Signature and Date: [Signature] 3/4/15

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**
Name: [Signature]
Title: [Signature]
Signature and Date: [Signature] 3/23/15

**By An Authorized Official of:
Department of Health and Human
Services, Division of Children, Youth &
Families**

Name: Mary Ann Cooney
Title: Associate Commissioner
Signature and Date: [Signature] 3/11/15

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**
Name: _____
Title: _____
Signature and Date: _____

EXHIBIT A

A. Project Title: (unchanged)

B. Project Period: is amended to read:
January 1, 2014 through June 30, 2017

C. Objectives: (unchanged)

D. Scope of Work: (unchanged)

E. Deliverables Schedule: (unchanged)

F. Budget and Invoicing Instructions:

See Exhibit B-1, B-2, B-3, Amendment #1 - B-4 and Amendment #1 B-5

Add: Amendment #1 - B-4 and Amendment #1 - B-5

Delete and replace Exhibit B-1 Paragraph # 2. to read:

2. Expenditures for each State Fiscal Year shall be in accordance with the line items as shown in Exhibits B-2, B-3, Amendment #1 - B-4 and Amendment # 1 - B5.

Amendment #1 - B4

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Granite State College

Tuition Assistance for Child Care Teachers and
Budget for: Directors of Child Care Programs for Young
(Name of RFP)

Budget Period: July 1, 2015 – June 30, 2016 FY 16

Line Item	Total	Total	Total	Total
1. Total Salary/Wages	\$ 23,500.00	\$ -	\$ 23,500.00	\$ 7,033.00
2. Employee Benefits	\$ 1,950.50	\$ -	\$ 1,950.50	\$ 3,130.00
3. Consultants	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 2,009.50	\$ -	\$ 2,009.50	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 600.00	\$ -	\$ 600.00	\$ -
Postage	\$ 300.00	\$ -	\$ 300.00	\$ -
Subscriptions	\$ 6,840.00	\$ -	\$ 6,840.00	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -
Tuition Assistance	\$ 258,800.00	\$ -	\$ 258,800.00	\$ 38,100.00
Initial Credential Fee	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -
TOTAL	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 48,263.00

Indirect As A Percent of Direct 0.0%

NOTE: Minimum match funding per section 4.1 of RFP

Initials JS
Date 3/4/15

Amendment #1 - B-5

New Hampshire Department of Health and Human Services COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD					
Bidder/Program Name: : <u>Granite State College</u>					
Tuition Assistance for Child Care Teachers and Budget for: <u>Directors of Child Care Programs for Young</u> <small>(Name of RFP)</small>					
Budget Period: <u>July 1, 2016 – June 30, 2017 FY 17</u>					
Line Item	Direct	Indirect	Total	Matched Funding	Amount Budgeted for Insurance and Cost
1. Total Salary/Wages	\$ 23,500.00	\$ -	\$ 23,500.00	\$ 7,033.00	
2. Employee Benefits	\$ 1,950.50	\$ -	\$ 1,950.50	\$ 3,130.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 2,009.50	\$ -	\$ 2,009.50	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 600.00	\$ -	\$ 600.00	\$ -	
Postage	\$ 300.00	\$ -	\$ 300.00	\$ -	
Subscriptions	\$ 6,840.00	\$ -	\$ 6,840.00	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	
Tuition Assistance	\$ 258,800.00	\$ -	\$ 258,800.00	\$ 38,100.00	
Initial Credential Fee	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	
TOTAL	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 48,263.00	

Indirect As A Percent of Direct

0.0%

NOTE: Minimum match funding per section 4.1 of RFP

Initials

Date


 3/14/15



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
 603-271-4451 1-800-852-3345 Ext. 4451
 FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas
 Commissioner

Mary Ann Cooney
 Associate Commissioner

December 3, 2013

Her Excellency, Governor Margaret Wood Hassan
 And the Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

100% Federal funds

Authorize the New Hampshire Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement with Granite State College (Vendor # 161782-B001), 26 College Drive, Concord NH 03301, in an amount not to exceed \$450,000 to administer a tuition assistance program for the provision of tuition assistance for Child Care Teachers and Directors of Child Care Programs for Young Children, effective date of Governor and Council approval through June 30, 2015.

Funds to support this request are available in the following account in State Fiscal Years 2014 and 2015 budgets with the authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council:

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD DEVELOPMENT QUALITY ASSURANCE

SFY	Class/Object	Class Title	Activity Number	Budget
2014	102-500731	Contracts for Program Services	42117805	\$150,000
2015	102-500731	Contracts for Program Services	42117805	\$ 300,000
			Total:	\$450,000

EXPLANATION

The Division of Health and Human Services, Division for Children, Youth and Families, Child Development Bureau is responsible for the administration of Federal Child Care and Development Funds. New Hampshire is federally required by 45 CFR 98.51 to use these funds to increase the availability, accessibility and quality of child care programs throughout the state. These expenditures are required in order to maintain federal funding for the New Hampshire Child Care Scholarship Program that provide child care subsidies to families. The child care subsidies help families to continue working or participating in a job search activity.

Her Excellency, Margaret Wood Hassan
And the Honorable Council
December 3, 2013
Page 2 of 3

This request meets the conditions of the federal mandate to improve the quality of child care services throughout the State. These funds are used to support a variety of activities, including access to and financial assistance for college courses in early childhood education for child care teachers and directors.

New Hampshire children and their families benefit from well-educated early childhood professionals who can offer quality care to young children. The salaries of the vast majority of child care professionals in New Hampshire do not allow opportunities in higher education without financial hardship. The provision of this tuition assistance will remove a significant barrier for many early childhood professionals to become more qualified to deliver care in child care settings throughout New Hampshire.

This contract was competitively bid. On August 19, 2013 the Department issued a Request for Proposals to solicit proposals to administer a tuition assistance program that will provide Tuition Assistance for Child Care Teachers and Directors of Child Care Programs for Young Children. The request for proposals was available on the Department of Health and Human Services website from August 19, 2013 through October 4, 2013. There were two proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements and the Division for Children, Youth and Families' Early Child Care Tuition Assistance Program. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Granite State College was selected because they received the highest score. The bid summary is attached.

The attached contract calls for the provision of these services for one and a half years and reserves the Division's right to renew the agreement for up to two additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the quality of care offered to young children and the education of the child care workforce may diminish. Additionally, the state would not meet the federal requirement for the New Hampshire Child Care Scholarship Program causing financial hardship for families dependent on subsidized child care to remain employed or participate in job search activities.

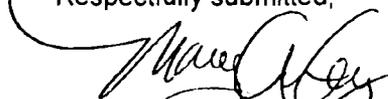
Her Excellency, Margaret Wood Hassan
And the Honorable Council
December 3, 2013
Page 3 of 3

Area Served: Statewide.

Source of Funds: 100% Federal Funds.

In the event that Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Mary Ann Coorley
Associate Commissioner

Approved By:



Nicholas A. Toumpas
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**
and the

Granite State College of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Health and Human Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **Granite State College**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on 6/30/15. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **Early Childhood Education Tuition Assistance**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: DAUGE CLARK
Address: DLYF
129 PLEASANT STREET
CONCORD, NH 03301
Phone: 603-271-4817

Campus Project Administrator

Name: Lisa Shawney, Dean of Financial Affairs
Address: Granite State College
25 Hall Street
Concord, NH 03301
Phone: 603-513-1335

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: DOUG BEATON
Address: DLYF
129 PLEASANT STREET
CONCORD, NH 03301
Phone: 603-271-8834

Campus Project Director

Name: Dr. Mary J. Foen
Address: Granite State College
35 - E Industrial Way
Rochester, NH 03867
Phone: 603-822-5432

F. Total State funds in the amount of \$450,000 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share 16+ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. _____ from **Child Care Development Fund from the Administration of Children and Families, US Department of Health and Human Services** under CFDA# **93.575**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **Granite State College** and the State of New Hampshire, **Department of Health and Human Services** have executed this Project Agreement.

**By An Authorized Official of:
Granite State College**

Name: Lisa Shawney
Title: Dean of Financial Affairs
Signature and Date: [Signature] 12/2/13

**By An Authorized Official of: the New
Hampshire Office of the Attorney General.**
Name: Mik Brown
Title: Sen. Assistant Atty General
Signature and Date: [Signature] 12/5/13

**By An Authorized Official of:
Department of Health and Human
Services**

Name: Mary Ann Cooney
Title: Associate Commissioner
Signature and Date: [Signature] 12/04/13

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**
Name: _____
Title: _____
Signature and Date: _____

Campus Authorized Official [Signature]
Date 12/11/13

EXHIBIT A

- A. Project Title:** Early Childhood Education Tuition Assistance
- B. Project Period:** January 1, 2014- June 30, 2015
- C. Objectives:** See Exhibit A-1, attached
- D. Scope of Work:** See Exhibit A-1, attached
- E. Deliverables Schedule:** See Exhibit A-1, attached
- F. Budget and Invoicing Instructions:** See Exhibit B-1, B-2, and B-3, attached
- G. Other:**

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or



Exhibit A-1

Scope of Services

1. PROVISIONS APPLICABLE TO ALL SERVICES

- 1.1 The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.2 The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the Services. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.

2. Services to Be Provided

The Contractor hereby covenants and agrees that during the term of this Agreement, it will provide services to coordinate the State's efforts to provide for all aspects of the New Hampshire DHHS Tuition Assistance for Child Care Teachers and Directors of Young Children program with the descriptions cited below, which include, but are not limited to:

- 2.1 The contractor will maintain accreditation by the New England Association of Schools and Colleges throughout this contract period.
- 2.2 The contractor will offer a minimum of 13 different accredited Early Childhood Education courses for students in pursuit higher education up to and including an associate's and/or a bachelor's degree over the contract period.
 - 2.2.1 Courses will reflect the New Hampshire State Core Knowledge Areas and Competencies, NH Child Care Licensing requirements, NH Early Childhood Professional Development System and the NH Early Learning Guidelines (to be known as NH Early Learning Standards upon release)
 - 2.2.2 Courses will be offered online and in local sites when a need is documented.
 - 2.2.2.1 Online courses are available 24 hours a day, 7 days a week through the internet.
 - 2.2.3 The following represents the minimum course offerings the contractor will provide during the contract period:
 - 2.2.3.1 EDU 550 Foundations of Early Childhood Education
 - 2.2.3.1.1 Each Winter, Spring, Summer and Fall semester
 - 2.2.3.2 EDU 604 Enhancing Supervision Through Mentoring
 - 2.2.3.2.1 Each Summer semester
 - 2.2.3.3 EDU 605 Early Childhood Program Administration



Exhibit A-1

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- 2.2.3.3.1 Each Winter semester
 - 2.2.3.4 EDU 603 Family and Community Relations in Early Childhood Education
 - 2.2.3.4.1 Each Winter semester
 - 2.2.3.5 EDU 627 Collaboration, Consultation and Teaming in Early Childhood Special Education
 - 2.2.3.5.1 Each Spring and Fall semester
 - 2.2.3.6 EDU 602 Young Children with Exceptionalities
 - 2.2.3.6.1 Each Winter, Spring, Summer and Fall semester
 - 2.2.3.6.2 When a need is documented
 - 2.2.3.7 EDU 551 Learning and Early Childhood Education Environments
 - 2.2.3.7.1 Each Fall and Winter semester
 - 2.2.3.8 EDU 553 Creative Arts in Early Childhood Education
 - 2.2.3.8.1 Each Spring semester
 - 2.2.3.9 EDU 600 Math and Science in Early Childhood Education
 - 2.2.3.9.1 Each Spring semester
 - 2.2.3.10 EDU 555 Language and Literacy Development
 - 2.2.3.10.1 Each Summer and Winter semester
 - 2.2.3.11 PSY 508 Child Development
 - 2.2.3.11.1 Each Winter, Spring, Summer and Fall semester
 - 2.2.3.12 PSY 510 Infant and Toddler Development
 - 2.2.3.12.1 Each Fall and Spring semesters
 - 2.2.3.12.2 When a need is documented
 - 2.2.3.13 EDU 601 Observation & Assessment in Early Childhood Education
 - 2.2.3.13.1 Each Summer and Winter semester

3. Staff Requirements

- 3.1 The contractor will provide faculty who meet the following minimum requirements:
 - 3.1.1 Master's Degree in Early Childhood Education or a related field with 24 credits in Early Childhood Education approved courses, 3 of which must be in Child Growth and Development from a regionally accredited institution of higher education and;
 - 3.1.2 A minimum of five (5) years in the early childhood education field and;
 - 3.1.3 A minimum of two (2) years' experience training adult in groups and;
 - 3.1.4 A minimum of 18 hours of professional development in early childhood education during the previous 12 month period.
- 3.2 The contractor will document that faculty have received the Early Childhood Master Professional Credential with Faculty Endorsement as outlined in the NH-Early Childhood



Exhibit A-1

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- Professional Development System Handbook, by the beginning of the class they are scheduled to teach.
- 3.3 The contractor will provide copies of the Master Professional with Faculty Endorsement credentials to the Child Development Bureau.
- 3.4 The contractor will provide a faculty staff person to serve as the "Early Childhood Mentor"
- 3.4.1 The Early Childhood Mentor will work a minimum of 10 hours per week
- 3.4.2 The Early Childhood Mentor will hold a current Child Development Bureau Master Professional Credential with the Individual Mentor Endorsement and will have:
- 3.4.2.1 An understanding of the Early Childhood Professional Development System
- 3.4.2.2 Ability to mentor others as demonstrated in prior work experience
- 3.4.2.3 Knowledge of career planning in the field.
- 3.4.3 The Early Childhood Mentor's role includes but is not limited to the following:
- 3.4.3.1 Work with interested students enrolled in PSY 508 Child Development, and EDU 602 Young Children with Exceptionalities, to complete the application for their first Early Childhood Credential.
- 3.4.3.2 Communicate with each student receiving tuition assistance every term they are enrolled to monitor progress toward their first or subsequent credential as identified in NH's Early Child Professional Development System.
- 3.4.3.3 Provide one-on-one and small group mentoring sessions to educate students of the importance of NH's Early Child Professional Development System, NH Core Knowledge Areas and Competencies, NH Child Care Licensing requirements, and NH Early Learning Guidelines (Standards).
- 3.4.3.4 Work with interested students to identify his/her career goals.
- 3.4.3.5 Work with interested students to access the resources he/she needs to be successful as a college student and refer to appropriate Granite State College staff for assistance.
- 3.5 The contractor will provide faculty who have experience with cultural diversity who will be available to work with students from diverse backgrounds. This faculty staff person shall also be available to provide professional development to other faculty on integrating cultural competence in their courses.
- 3.5.1 The designated faculty staff-member will provide training to staff and volunteers to:
- 3.5.1.1 Address Cultural Competence, interacting effectively with people of different cultures and socio-economic backgrounds, including behaviors, attitudes and policies that lead to staff better understanding:
- 3.5.1.1.1 Their own cultural world view;
- 3.5.1.1.2 The Value of diversity;
- 3.5.1.1.3 The inherent dynamics when cultures interact, and
- 3.5.1.1.4 How to develop adaptations to service delivery, which reflect an understanding of diversity between and within cultures.



Exhibit A-1

3.5.1.2 Identify resources to assist students of varying cultures

3.5.1.3 Training will be provided during quarterly faculty meetings.
Documentation of training conducted shall be provided to the State.

3.5.2 Provide translation services to support students receiving tuition assistance.

4. State Compliance

4.1 The contractor will comply with all of the requirements of NH RSA 170-E: 7 and the NH Child Care Licensing rules, He-C4002.

5. Tuition Provisions

The contractor shall submit for Department approval a tuition payment transition plan for enrolled students, with tuition assistance under this program, at non-University System of New Hampshire educational institutions within 15 days of contract effective date to ensure their ability to continue their education detailed in this agreement.

5.1.1 The plan shall allow for tuition assistance funding under this program to be provided to students outside the University System of New Hampshire at the educational institutions where they are enrolled.

5.1.2 The plan shall provide for the successful transition of tuition assistance funding under this program for qualifying applicants taking courses outside the University System of New Hampshire.

5.2 The contractor will determine eligibility of applicants for tuition assistance based upon the following:

5.2.1 Qualified applicants must meet the following requirements:

5.2.1.1 Child Care Teachers

5.2.1.1.1 Currently employed in licensed New Hampshire child care program that serves children at any age 6 weeks through 5 years.

5.2.1.1.2 working a minimum of 25 hours per week

5.2.1.2 Child Care Directors

5.2.1.2.1 Currently employed in licensed New Hampshire child care program that serves children at any age 6 weeks through 5 years.

5.2.1.2.2 working a minimum of 30 hours per week

5.2.2 The Program Director will be responsible for the review and approval of all applications.

5.2.2.1 To ensure application requirements, the contractor will incorporate the following questions into the application:

5.2.2.1.1 Position

5.2.2.1.2 Place of employment



Exhibit A-1

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- 5.2.2.1.3 NH Child Care Licensing number
 - 5.2.2.1.4 Number of hours worked per week
 - 5.2.2.1.5 Prior college experience
- 5.2.3 The contractor will send a decision letter to the applicant which includes:
- 5.2.3.1 Status of award
 - 5.2.3.2 Next steps
 - 5.2.3.3 Priority awards
 - 5.2.3.4 Wait lists
- 5.3 The contractor will provide tuition assistance at the rate of 50% for all applicants who have had prior coursework except as specifically described below.
- 5.4 The contractor will allocate tuition assistance funds based on the scheduling of priority content and the number of classes per term. Money will be available each term based on the number of courses offered and historical data. Target amounts will be set each year for each term and monitored; adjustments will be made on applicant trends.
- 5.4.1 The contractor shall apply matching funds for tuition assistance to grants for students taking lower (500) level courses. The tuition charged for these lower level courses will be discounted to match the lowest associates' degree per credit rate in New Hampshire, \$210.
- 5.5 Priority for tuition assistance will be given to eligible applicants who are:
- 5.5.1 Without a bachelor's degree, enrolling in their first Child Growth and Development course
 - 5.5.1.1 The contractor will incorporate the question "Is this your first Child Growth and Development course at any college? And the statement "if any information is falsified any money rewarded will be rescinded and the individual will be responsible for repayment" into the tuition assistance program.
 - 5.5.1.2 Applicants meeting the requirement listed in Section 5.4.1 will be given the highest priority for awarding tuition assistance.
 - 5.5.2 Enrolled in their first Early Childhood Education course.
 - 5.5.2.1 The contractor will incorporate the question "Is this your first Childhood Education course at any college? (Child Development is considered an Early Childhood Education course) And the statement "if any information is falsified any money rewarded will be rescinded and the individual will be responsible for repayment" into the tuition assistance program.
 - 5.5.2.2 The rate of tuition assistance for an applicant's enrolling in their first course in Early Childhood Education shall be 100% of the tuition cost.
 - 5.5.3 Enrolled in courses teaching infants/toddlers.



Exhibit A-1

- 5.5.3.1 The rate of tuition assistance for the applicant's taking courses in teaching infants/toddlers will be 100% of the tuition cost.
- 5.5.4 Enrolled in courses teaching young children with exceptionalities.
- 5.5.4.1 The rate of Tuition assistance for the applicant's taking courses in teaching young children with special needs will be 100% of the tuition cost.
- 5.6 Except as indicated in Section 5.3.1, tuition for all other classes will be \$1,140 for a four-credit course. Out-of-state tuition will be \$1,220 for FY 14 and FY15.

6. Outreach and Advertising

- 6.1 To assure Child Care Teachers and Directors receive information regarding the availability of tuition assistance the contractor will:
- 6.1.1 Publicize course schedules and links for the application to all partners including the Spark NH Professional Opportunities, Resources, Trainings and Links (PORTAL) webpage
- 6.1.2 Advertise in early childhood organization newsletters
- 6.1.3 Visit child care centers and leave announcement and application information
- 6.1.4 Make announcements on the www.granite.edu website
- 6.1.5 Create connections with the community colleges
- 6.1.6 Meet and collaborate with Head Start directors and educational coordinators
- 6.1.7 Leave information on tables at all state conferences regarding Childhood Education
- 6.1.8 Work with Child Care Licensing Bureau and Child Development Bureau to disseminate information to all licensed child care programs.
- 6.2 To engage Child Care Directors, Child Care Teachers and Community partners the contractor will:
- 6.2.1 Establish criteria for mentoring staff in professional development for Supervisors and Directors to earn Professional Activity Units in the Core Knowledge Areas
- 6.2.2 Provide community partners information on professional development which will be used as a resource for training, advocacy and outreach.

7. Reporting & Performance Metrics

- 7.1 The contractor shall, within 30 days of the approval of the contract, submit a detailed work plan for the contract period to the Child Development Bureau Administrator. The work plan must be submitted prior to awarding any assistance under this contract.
- 7.1.1 The contractor will keep all work associated with the contract on schedule based on the work plan approved by the Department
- 7.1.2 The work plan will contain:
- 7.1.2.1 Dates (by month) along with the associated service/activity to take place/be completed



Exhibit A-1

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- 7.2 The contractor will provide the Child Development Bureau Administrator a compiled outcome statistics report that will include the following key metrics:
- 7.2.1 Number of teachers who successfully complete each Infant and Toddler Development course
 - 7.2.2 Number of teachers who successfully complete each Young Children with Exceptionalities course
 - 7.2.3 Number of directors who successfully complete the Program Administration course
 - 7.2.4 Number of participants who develop a professional development plan and apply for their credential
- 7.3 The Outcome statistics report will be due within 45 days of the end of each term.
- 7.4 A Compilation Report of Outcome Statistics will be given to the Child Development Bureau Administrator within 45 days of the end of each contract year.
- 7.5 The contractor will provide the Child Development Bureau Administrator a detailed report that includes the following:
- 7.5.1 A description of how faculty integrate specific NH Early Childhood Core Knowledge and Competency areas into specific early childhood education courses
 - 7.5.2 A description of how faculty integrate NH Child Care Licensing Rules, the NH Early Childhood Professional Development System including early childhood credentials, and the NH Early Learning Guidelines (standards) into curriculum
 - 7.5.3 A description of how the contractor is meeting the needs of English as a Second Language (ESL) students including specific services and accommodations
 - 7.5.4 A description of how contractor is assuring that faculty are including awareness of cultural competence and translation to early childhood education coursework
- 7.6 The detailed report is due within 45 days of the end of each term.
- 7.7 A Compilation of the detailed reports will be given to the Child Development Bureau Administrator within 45 days of the end of each contract year.
- 7.8 The contractor will submit a quarterly report to the Child Development Bureau Administrator.
- 7.8.1 The report will include the following information separated by University System of NH and participating Non-University System of NH educational institutions:
 - 7.8.1.1 Courses offered
 - 7.8.1.2 Number of Grants awarded
 - 7.8.1.3 Total amounts associated for the quarter
 - 7.8.1.3.1 Number of Full Grants
 - 7.8.1.3.2 Total dollar amount of full grants provided
 - 7.8.1.3.3 Number of Half Grants
 - 7.8.1.3.4 Total dollar amount of half grants provided
 - 7.8.1.4 Geographic Distribution of Grants
 - 7.8.1.5 Number of First time students
 - 7.8.1.6 Number of Students taking Infant/Toddler courses
 - 7.8.1.7 Number of Students taking Young Children with Special Needs and Young Children with Exceptionalities courses
 - 7.8.1.8 Number of students informed about licensing



Exhibit A-1

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- 7.8.1.9 Number of students applying for Credentialing
 - 7.8.1.10 Customer satisfaction data
 - 7.8.1.11 Number of participants not employed in Early Childhood Education after 3 month completion of course, based on a random sample of 10% of tuition assistance recipients
 - 7.8.2 The quarterly report will be sent electronically to the Administrator of the Child Development Bureau
 - 7.8.3 A Compilation Report of the Quarterly reports will be given to the Child Development Bureau Administrator in both hard copy and electronic form within 45 days of the end of each contract year.
- 7.9 The State reserves the right to renew this contract for up to two years based upon the availability of funds, satisfactory performance of the contractor, and the approval of the Governor and Executive Council.



Exhibit B-1

Method and Conditions Precedent to Payment

1. The State shall pay the Campus an amount not to exceed the price limitation, Section F, of the cooperative project agreement.
2. Expenditures for each State Fiscal Year shall be in accordance with the line items as shown in Exhibits B-2 and B-3, the Budget Forms submitted with the Campus cost proposal.
3. Payment for said services shall be to the contractor, subject to the following conditions:

- 3.1. Payment will be on a cost reimbursement basis based on actual expenditures incurred up to the total contract price incurred in the fulfillment of this agreement. An invoice template, provided by the Department shall be used for billing, and must be completed, signed (or emailed) to:

Fiscal Administrator
Division for Children, Youth and Families
129 Pleasant Street
Concord, NH 03301-3857

dclark@dhhs.state.nh.us

- 3.2. Requests for payment shall be signed or submitted electronically by an authorized representative of the Campus.
- 3.3. Payment requests may be submitted monthly or at the end of each semester, but at a minimum must be submitted quarterly.
- 3.4. A final payment will be submitted no later than sixty (60) days after the agreement ends. Failure to submit the invoice by this date could result in non-payment.
- 3.5. Notwithstanding anything to the contrary herein, the Campus agrees that payment under this Agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State Law, rule or regulation applicable to the services provided, or if the said services have not been satisfactory completed in accordance with the terms and conditions of this Agreement.
- 3.6. Payments may be withheld pending receipt of required reports and plans as outlined in Exhibit A and Exhibit A-1.

EXHIBIT B-2
Budget Form

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Granite State College

Tuition Assistance for Child Care Teachers and
Budget for: Directors of Child Care Programs for Young
(Name of RFP)

Budget Period: January 1 – June 30, 2014 FY 14

Line Item	Direct Incremental	Indirect Fixed	Total	Matched Funding	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 11,750.00	\$ -	\$ 11,750.00	\$ 3,375.00	
2. Employee Benefits	\$ 928.25	\$ -	\$ 928.25	\$ 1,563.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 1,051.75	\$ -	\$ 1,051.75	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 300.00	\$ -	\$ 300.00	\$ -	
Postage	\$ 150.00	\$ -	\$ 150.00	\$ -	
Subscriptions	\$ 3,420.00	\$ -	\$ 3,420.00	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	
Tuition Assistance	\$ 128,900.00	\$ -	\$ 128,900.00	\$ 22,500.00	
Initial Credential Fee	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	
TOTAL	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 27,438.00	

Indirect As A Percent of Direct

0.0%

Exhibit B-3
Budget Form

**New Hampshire Department of Health and Human Services
 COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Granite State College

Tuition Assistance for Child Care Teachers and
 Budget for: Directors of Child Care Programs for Young
 (Name of RFP)

Budget Period: July 1 – June 30, 2015 FY 15

Line Item	Direct Incremental	Indirect Fixed	Total	Matched Funding	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 23,500.00	\$ -	\$ 23,500.00	\$ 7,033.00	
2. Employee Benefits	\$ 1,950.50	\$ -	\$ 1,950.50	\$ 3,130.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	
4. Equipment	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 2,009.50	\$ -	\$ 2,009.50	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 600.00	\$ -	\$ 600.00	\$ -	
Postage	\$ 300.00	\$ -	\$ 300.00	\$ -	
Subscriptions	\$ 6,840.00	\$ -	\$ 6,840.00	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	
Tuition Assistance	\$ 258,800.00	\$ -	\$ 258,800.00	\$ 38,100.00	
Initial Credential Fee	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	
TOTAL	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 48,263.00	

Indirect As A Percent of Direct 0.0%

NOTE: Minimum match funding per section 4.1 of RFP

Contractor Initials 
 Date 07/21/13